

You must provide a photo ID when you do a Name Change.

Our Notaries Public will process this form **free-of-charge**.

Yolanda Weathersby in the Welcome Center, 257 MSC - Phone # 516-5460
Shakita House in Registration, 351 MSC - Phone # 516-6930

They are available Monday through Friday from 8 a.m. to 5 p.m.

You must provide these documents to qualify for a name change:

- ❖ Non-US citizens and permanent residents must provide an **original** INS-issued document or passport reflecting their name change.
- ❖ Immigrants who changed their names when they became naturalized citizens must provide the **original** naturalization certificate.
- ❖ All other students must provide **either** an original marriage license, **or** a copy of the court order, **or** a valid driver's license reflecting their new name.

The Notary Public will make a copy of the court orders and certificates, attach the copy to this form, and return the original to you. We appreciate your aid in having these matters satisfactorily completed. Thank you!